



## State of New Jersey

### DEPARTMENT OF ENVIRONMENTAL PROTECTION

Office of Quality Assurance

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*Governor*

KIM GUADAGNO  
*Lt. Governor*

BOB MARTIN  
*Commissioner*

January 4, 2016

**CERTIFIED MAIL  
RETURN RECEIPT REQUESTED**

**WPP PT RESULTS DUE TO OQA  
BY MAY 13, 2016**

Attention Laboratory Manager:

RE: March 2016 Non-potable Water PT Study

As a participant in the Environmental Laboratory Certification Program (ELCP) your business is required to acceptably analyze at least one PT Study annually for each parameter in which you hold certification.

Businesses are required to purchase PT Samples from an A2LA or ACLASS approved PT Provider that meets the TNI requirements. Not all PT Providers are accredited for all parameters therefore you must ensure the provider you choose has the required accreditation prior to obtaining your PT samples. A list of approved PT Providers can be found in Attachment A of this letter. It can also be found at <http://www.nelac-institute.org/ptproviders.php>.

For the March 2016 non-potable water Study businesses are required to purchase and analyze PT Samples for the parameters given on the attached "NPW Parameter Table" (Attachment B) in which they hold New Jersey Certification. Please also note the following:

- Businesses must assure that for the March 2016 Non-potable water Study the PT sample(s) are not analyzed before March 1, 2016.
- Businesses must ensure they request that the PT providers submit the results to the NJDEP OQA prior to the close of the study.
- Businesses must assure that for the March non-potable water Study all PT Sample results are submitted to the New Jersey Department of Environmental Protection's Office of Quality Assurance (OQA) by the PT Sample Provider by close of business May 13, 2016.

- PT Sample results received by the OQA after close of business on May 13, 2016, will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.
- An amended report from the PT Sample Provider will not be accepted by the OQA.
- Businesses must report the PT Sample result with the method in which it holds certification. **If a business reports a PT Sample result with a method other than that in which it holds certification it will be evaluated as failed to submit results and therefore "Unacceptable" and will require the analysis of a make-up study.**
- Raw data records will not be accepted or reviewed to use as justification for data reporting errors.
- For PT Sample results that are found "Unacceptable", other enforcement actions may be taken by the NJDEP in addition to the requirement for analyzing samples in a make-up study.
- For any parameters not detected in the PT Sample the laboratory must report a result of less than the laboratory's Reporting Limit (< RL) to get credit for the analysis of the parameter. **Only non-detects (below the laboratory's RL) shall be reported as a less than value. If a laboratory reports a less than result for anything greater than its RL no credit will be given. Also, if a non-detect is not reported as a less than value no credit will be received for the parameter (a result of zero will not be accepted).**

Additionally, PT Samples are to be entered into the sample receipt log as samples and tracked through the analytical process as routine environmental samples. PT Samples received as ampules are to be diluted according to the PT Provider's instructions. The diluted ampule becomes the routine environmental sample, which is then added to a routine sample batch. PT Samples shall not be analyzed multiple times unless routine environmental samples are analyzed multiple times. Results from multiple analyses must be calculated in the same manner as routine environmental samples. The type, composition, concentration and frequency of quality control samples analyzed with the PT Samples shall be the same as with that used for environmental samples. Also, initial and continuing calibrations shall be the same frequency as that used with routine environmental samples.

If you have any questions please contract Rachel Ellis at 609-292-3950.

Sincerely,



Michele M. Potter  
Interim Manager

Enclosure(s): Attachments A & B